

City of Visalia – Citizens Advisory Committee
Meeting Minutes

Wednesday, February 7th, 2018

Members Present: Mary Beatie, Debbie Bowen, Jim Burr, Carla Calhoun, Norbert Duarte, Joe Eiben, Mike Lane, Suzanne Monroe, Roger Ovalle, Brian Poochigian, Frank Ruiz, Don Wright, Timothy Jackson, Phil Mirwald

Absent: Joel Rosales, Chris Telfer, David Winters

Guests: Bill Huott

Next meeting: March 7th, 2018

1. Welcome and Public Comment

- a. Meeting was called to order by Norbert Duarte at 5:32 pm.
- b. Bill Huott was present as a Guest and elected to speak at public comment. Mr. Huott lives on Willis, just north of the Vintage Press and identified himself as a member of the North Visalia Advisory Committee. He mentioned the purpose of the CAMPER program and invited CAC members to attend the NVAC meeting at Manuel Hernandez tomorrow at 5:30.

2. Approval of January 10, 2018 minutes

- a. Minutes reviewed and accepted without any corrections. There was a motion to approve the minutes by Norbert and a vote was taken. Motion carried unanimously.

3. Presentation and discussion on HOME and CDBG Funds

- a. Rhonda Haynes provided an overview of each program and the current priorities and activities. She highlighted the follow issues:
- b. Divisional efforts to get a local increase in maximum rents for our area. Increased from \$660 to \$990 for allowable rents.
- c. 15% of the HOME funds are mandated to go to a CHODO. Historically, that has been Self-Help.
- d. Not recommending any additional funds to Tenant based Rental Assistance at this time because we've struggled to use what is already allocated.
- e. Suzanne Monroe made a motion to accept the recommendation as presented and for each CAC member to submit the survey responses individually. The motion was seconded by Brian Poochigian. Jim Burr raised a concern that the motion was supporting a plan that wasn't clear.

Discussion ensued. Motion passed by a majority. Opposed Burr, Wright and Ruiz.

4. Non-Profit Committee Discuss

- a. Discussion occurred about the future of this program being overseen by the CAC. Phil Mirwald gave an overview of how the process came to the CAC.
- b. Suzanne Monroe stated that August and September are the primary busy time for the Non-profit committee. Have to summarize the semi-annual reports in February and July.
- c. Current subcommittee members are Suzanne M., Mary B., Joe E., David W., & Chris T. Roger Ovalle expressed a desire to be Vice-chair. The committee agreed to give existing subcommittee members one last chance to volunteer for the position before accepting his offer.

5. Public Opinion Survey

- a. The Committee had several questions about the final version of the Survey. The Committee asked staff to get direction on whether the purpose of the survey is to educate the community or to gain a perspective from the community.
- b. Frank R. moved to accept the survey with grammatical changes as recommended by the CAC. The motion was Seconded by Jim Burr and passed unanimously.

6. CDBG Subcommittee

- a. Suzanne M. stated that the previous responsibility of this subcommittee was to respond to loan reviews as put forth by the City.
- b. Carla C. asked that the CDBG subcommittee be continued as an AdHoc committee at the very least. The committee would like to have Rhonda Haynes bring any future items to the subcommittee prior to consideration by the full committee.
- c. Carla C requested that staff provide an overview of the what the CAC has done historically and what the subcommittee focus should be moving forward. Also, what other things could the subcommittee be assigned to review?

7. Items for Future Agendas

- a. Jim Burr asked for future discussion on whether the Committee would like to create an adhoc committee to look at manufactured housing future funds. Additionally, he asked that the Committee look at a change to the

charge of the CDBG subcommittee and whether the subcommittee name be changed as well.

- b. The Committee asked staff to add an agenda item to the March meeting to discuss a tentative date to present the Annual Report and the content to be included. Committee members asked staff to provide copies of past reports and Work Program Items.

8. Adjourned at 7:34 pm. Roger Ovalle moved to adjourn. Joe Eiben seconded the motion and motion carried unanimously.

Citizen's Advisory Committee												
Attendance Roster for Prior 12 month period												
	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2018	2018
Beatie, Mary	P	P	P	P	P	P	P	P	P	C a n c e l l e d	A	P
Bowen, Debbie	P	P	P	P	A	P	P	P	P		P	P
Burr, Jim	P	A	P	P	P	P	A	P	A		A	P
Calhoun, Carla											A	P
Duarte, Norbert	P	P	A	P	P	P	P	P	P		P	P
Eiben, Joe	P	P	P	P	P	P	P	P	P		P	P
Lane, Mike	P	P	P	P	P	P	P	P	P		P	P
Monroe, Suzanne	A	P	A	P	P	P	P	P	P		P	P
Ovalle, Roger				P	P	P	A	P	P		A	P
Poochigian, Brian				P	P	P	P	P	P		P	P
Rosales, Joel	P	P	A	P	P	P	P	P	P		A	A
Ruiz, Frank											P	P
Telfer, Chris	P	P	P	A	P	P	A	P	A		P	A
Winters, David	P	P	P	A	P	P	P	P	P		A	A
Wright, Don	P	P	P	A	A	P	P	A	P	P	P	
A - Absent												
P - Present												

Attendance

Advisory body members are expected to attend meetings regularly. Conscientious attendance is a fundamental responsibility, as irregular attendance lessens one's ability to study all aspects of items under consideration. It is important to notify staff of any absences for the purposes of determining a quorum. Members are required to notify the staff liaison no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting.

Excessive absenteeism, which is defined to mean missing three (3) consecutive regular meetings or four (4) regular meetings in a 12 month period, shall constitute resignation of the member and the member shall be considered removed from the advisory body. In the event a meeting is cancelled because of a lack of quorum, the member(s) whose lack of attendance caused the cancellation will be counted, even though no meeting occurred.

Tardiness and early departure of more than 30 minutes in a meeting is considered an absence.